



Office Supervisor

Description

Responsibilities

Tasks

- Train workers in duties and policies
- Prepare and submit reports
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Establish work schedules and procedures

Supervision

- 3-4 people

Experience and specialization

Computer and technology knowledge

- MS Excel
- MS Outlook
- MS Word

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Work under pressure

Closing Date

July 23, 2024

Categories

Education, Law and Social, Community and Government Services

Employer

Sharma Law Office

Location

Assiniboine South

Address

980 MCPHILLIPS STREET
Winnipeg, R2X 2K2

Job Type

Full-time

Education Level

College

Email

hrsharmalaw@gmail.com

- Tight deadlines
- Attention to detail

Personal suitability

- Excellent oral communication
- Excellent written communication
- Organized
- Team player

Qualification

Languages

English

Education

- College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years